

## SCHEDULE NO. 11

### LAND USE AND PLANNING RECORDS

**General Description:** Records pertaining to annexations, developments, land uses and the municipal planning and land use regulation function.

*The retention periods specified in this schedule apply to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).* **Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

#### 11.10 ANNEXATION CASE FILES

Records documenting the annexation of areas into the municipal boundaries, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances (original zoning only) for the property, annexation maps, permanent correspondence, etc. See also 3.10.A, *Annexation Election Petitions*.

**Retention:** Permanent, *except* follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

#### 11.15 ANNEXATION REVIEW RECORDS <Added 2/08>

Records pertaining to departmental review of various aspects of proposed annexations; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc. See also 11.10, *Annexation Case Files*.

**Retention:** Permanent

**Duplicate Copies:** Until no longer needed for reference

#### 11.20 CENSUS AND POPULATION RECORDS

##### A. *Census and Population Data (Historical)* <Amended 1/03>

Summary population estimates, statistics and supporting documentation pertaining to the ten-year census relating to the municipality and census surveys performed by the municipality.

**Retention:** Permanent

##### B. *Census Forms and Reports*

Copies of U.S. Census Bureau forms and voluntary surveys on government employment and local government tax revenues, used to meet the requirements for Federal Revenue Sharing and to make financial information available to the public; annual survey of government employees, boundary and annexation survey and similar reports. See also 1.210, *Reports – Building Activity*.

**Retention:** 3 years

##### C. *Population Studies*

See 7.380, *Studies, Plans and Reports*.

**11.30 DEVELOPMENT CASE FILES**

Records pertaining to developments approved by the municipality, including conceptual reviews, master plans, overall development plans, planned unit developments, site plans, site specific development plans, minor subdivisions, replats, resubdivisions, vacations of plats and plans, and similar projects. See also 5.160, *Financial Guarantees*.

Retention: Permanent, except follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

**11.40 DEVELOPMENT PROPOSALS – NOT APPROVED**

Records pertaining to proposed developments not approved by the municipality, including conceptual reviews, master plans, overall development plans, planned unit developments, site plans, replats, resubdivisions and similar projects.

Retention: 1 year + current after disapproval

**11.45 DEVELOPMENT REVIEW RECORDS** <Added 2/08>

Records relating to municipal department reviews of various aspects of development proposals; i.e., traffic impacts, infrastructure and utility impacts, financial benefits and impacts, support services impacts, environmental impacts, etc. See also 11.40, *Development Review Case Files*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

**11.50 DOWNTOWN REDEVELOPMENT PROJECTS**

See 7.280, *Project Files*.

**11.60 ECONOMIC DEVELOPMENT RECORDS**

**A. Economic Development Incentives**

Records relating to economic incentives or waivers provided to companies to locate in the municipality.

Retention: Permanent

**B. Economic Development Policies**

See 7.260, *Policies and Procedures Documentation*.

**C. Enterprise Zone Records**

Records documenting the creation and management of enterprise zones by the municipality in conjunction with other municipalities or counties; designation used to encourage business growth by providing tax, permit and regulatory relief to development within the zone.

**1. Summary Reports**

Retention: Permanent

**2. Other Enterprise Zone Records**

Retention: 4 years after zone designation expires

**D. Studies**

See 7.380, *Studies, Plans and Reports*.

**11.70 ENVIRONMENTAL RECORDS****A. Environmental Monitoring and Reviews**

Records pertaining to local and regional permit and application reviews, monitoring, inspections, investigations, surveys, screenings, testing and similar activities by the municipality of land uses and activities that could potentially impact air quality, water supply and the environment, such as feedlot operations, industrial contamination and pollution, mosquito control, gravel pit and mined land reclamation, oil and gas well drilling, sludge application by other jurisdictions, landfill locations, etc. See also 10.150, *Solid Waste Management*; 10.300, *Water and Sewer Treatment System Records* and 17.80, *Hazardous Materials*.

Retention: Permanent

**B. Nuisance Abatement Records** <Amended 2/08>

Records documenting municipal enforcement of local provisions designed to abate nuisances such as overgrown weeds and grass, abandoned vehicles, junk and trash and other nuisances.

Retention: 2 years after last action or final payment

**C. Nuisances – General Land Use**

Retention: 3 years after file is closed provided no litigation is pending

**D. Storage Tanks – Regulated Substances**

Records related to storage and use of regulated substances such as gasoline, crude oil, fuel oil and diesel oil, including applications, permits, inspection reports and related records.

**1. Above Ground Storage Tanks**

Retention: 5 years

**2. Underground Storage Tanks**

Retention: 25 years after tank removed

**E. Toxic Sites (Designated)** <Added 1/03>

Records related to the identification and designation of a site that may have toxic materials contaminating it.

Retention: Permanent

**F. Wetlands****1. Protection**

Records relating to protection and management of wetlands on municipal property or rights-of-way.

Retention: Permanent

**2. Removal and Fill**

Retention: 30 years

**11.80 FEE RECEIPTS**

See 5.20, *Accounts Receivable Records*.

**11.90 FLOODPLAIN RECORDS****A. Basin and Floodway Records**

Records documenting the existence of designated and recognized stormwater basins and floodways within the municipality, including maps and drawings depicting locations and FEMA flood insurance rate maps. See also 7.180, *Maps and Drawings*.

Retention: Permanent

**B. Flooding Records**

Records documenting the locations, extent and levels of flooding and subsequent mitigation efforts in the municipality. See also 10.180, *Stormwater Drainage System*.

Retention: Permanent

**C. Floodplain Building Permits**

Permits issued for construction within a floodplain area, including elevation certificates, applications, review records, and related documentation. See 1.30.D, *Building and Demolition Permits*.

**D. Floodplain Regulations**

See 7.320, *Regulations and Standards*.

**E. Wetlands**

See 11.70.F, *Wetlands*.

**11.100 MAPS, PLATS AND PLANS**

Reproducible linen or Mylar originals [or best copy] of annexations, subdivisions, master plans, planned unit developments, site plans, overall development plans, replats, zoning district plans, etc. See also 7.180, *Maps and Drawings*.

Retention: Permanent

Duplicate Copies: Until no longer needed for reference

**11.110 NUISANCES**

See 11.70.B, *Nuisance Abatement Records*.

**11.120 PERMITTED AND ACCESSORY USES**

Records pertaining to conditional uses, special uses, nonconforming uses and accessory uses.

Retention: Permanent

**11.130 PLANS, STUDIES AND REPORTS**

Documents prepared in-house or externally regarding regional and local planning, strategic or long-range planning or growth for the municipality, such as comprehensive land use plans, urban growth area plans, stormwater basin plans, transportation plans, utility plans, economic development plans, streetscape plans, corridor plans, housing plans, etc. See also 7.380, *Studies, Plans and Reports*.

Retention: Permanent

**11.140 REFERRALS FROM OTHER JURISDICTIONS**

Advisory deliberations referred to the municipality from the County or other surrounding jurisdictions for review and recommendation.

**A. Direct Interest to the Municipality**

Retention: 6 years provided it is reviewed before destroying <Amended 1/03>

**B. Other Referrals**

Retention: Until no longer needed for reference

**11.150 REGULATIONS AND STANDARDS**

Land use and development regulations adopted by the municipality, such as subdivision regulations, floodplain regulations, sign codes, zoning regulations, commercial standards, building regulations and standards, and similar regulations and standards affecting development and land uses within the municipality. See also 7.320, *Regulations and Standards*.

Retention: Permanent

Duplicate Copies: Until superseded

**11.155 SPECIAL DISTRICT RECORDS <Added 2/08>**

See 7.365 *Special District Records* for water, sanitation, flood control, urban drainage, metropolitan, airport, library, fire, ambulance and other special districts that provide services within the municipality, including service area plans, boundary maps, service agreements and supporting documentation.

**11.160 VARIANCE AND EXEMPTION CASE FILES**

Records pertaining to approval of variances to municipal code requirements, such as setback and parking requirements, requested by property owners and developers due to hardships and circumstances outside of their control.

**A. Running with the Land**

Retention: Permanent

**B. Temporary**

Retention: 10 years after expiration, revocation or discontinuance of use

**11.170 VESTED PROPERTY RIGHTS**

Documentation that is typically recorded to place on public record the vesting of development rights subsequent to approval by the municipality of development proposals. [CRS 24-68-101 *et seq.*]

Retention: Permanent

**11.180 VIOLATIONS – CODE**

**A. Land Use Violations**

Records of violations of land use or related codes. See also 14.30.B, *Code Enforcement Cases*.

Retention: 5 years + current

**B. Nuisances**

See 11.70.B, Nuisance Abatement Records.

**C. Weed and Trash Violations**

Records of municipal actions to enforce the municipality's weed and trash removal ordinances. See also 11.70.B, Nuisance Abatement Records.

Retention: 2 years + current

**11.190 ZONING RECORDS**

Records pertaining to the initial zoning or the rezoning of property within the municipality.

**A. Initial Zoning**

Records documenting the zoning of land upon annexation or the initial establishment of zoning districts within the municipality, including correspondence of enduring value, zoning ordinances, zoning maps, zoning petitions and the zoning of annexations. See also 11.10, Annexation Case Files.

Retention: Permanent, *except* follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

**B. Rezoning Case Files**

Records documenting a change of zoning from the initial designation, including rezoning petitions, correspondence of enduring value, rezoning ordinances.

Retention: Permanent, *except* follow Schedule 7 for purging of routine correspondence and documentation such as transmittal memos without substantive content, hearing notices, affidavits of publication, etc.

**C. Zoning Certificates**

Documentation issued by the municipality regarding the zoning classification for a parcel of property.

Retention: Permanent